

Job Description and Person specification

Job Title: Clinical Practice Pharmacist

Salary : Dependent upon qualifications and experience

Job Summary : To work in GP practices in a patient facing role as an integral part of the practice team providing the following

- Management of medication related queries, repeat prescriptions and medication reviews.
- Face to Face optimisation and management of long-term conditions including provision of anticoagulation care.
- Supporting high quality, safe, cost effective, rational and evidence based prescribing.

Duties and Responsibilities

- Review and process prescription requests for repeat and acute items coming in to the surgery
- Working as part of the practice team to optimise medication for long-term conditions including Anticoagulation, Diabetes, CVD, Asthma, COPD, Over active bladder, Depression, Rheumatoid arthritis, Hypertension, Arthritis, Pain and Heart Failure.
- Manage patients with poor compliance by building relationships and educating individuals.
- To provide disease area updates using national and local guidelines to other members of the healthcare team
- Monitoring and managing repeat prescription wastage including patient adherence.
- Management of patients' medication at the interface and following OPD appointments
- Review and optimise medication for patients with frequent unplanned admissions
- Instigate tight systems and manage safe prescribing of medications requiring close monitoring and shared care agreements such as methotrexate, warfarin, lithium.
- Manage patients who are prescribed warfarin in house in dedicated clinics.
- To engage with the local Medicines Management Team to ensure the most cost-effective use of the practice drugs budget.
- Answer any Medicines Information queries for patients about medication
- To support the achievement of medicines based targets as set out in the GMS Quality and Outcomes Framework (QOF)
- Initiate the medication for new patient registrations.
- Liaise with community pharmacists to address day to day prescribing issues
- Manage root cause analysis of medication related errors that affect patients within a practice
- Manage any national drug related warnings.

Key Working Relationships

- Patients
- Other members of the Ashburton Prescribing team
- GP, nurses and other practice staff
- Community Matrons and Community Nursing teams
- Medicines Management team (MMT)
- Other allied health professionals
- Community pharmacists and support staff

Personal-

- To maintain registration as a pharmacist and comply with appropriate professional codes
- Maintain knowledge and awareness of current clinical evidence base around medicines
- Accountable for own professional actions whilst working within a framework of ethical, legal and clinical standards

- To undertake further training relevant to the role, agree objectives and a personal development plan and participate in the appraisal process

- To attend local, regional and national meetings of relevance

- To deputise for senior members of the Ashburton Team, as appropriate and if required

- To undertake any other duties commensurate with the post holder's grade
 - as agreed with the post holder's line manager

- To comply with all organisational and statutory requirements e.g. Health and Safety, Equal Treatment and Diversity; Confidentiality and Clinical Governance

Codes of Conduct

Ashburton Prescribing Consultants expects the highest standards of personal and professional conduct from its employees. Employees must comply with the Code of Professional Conduct appropriate to their professional governing body and to the Code of Conduct found in the company's handbook.

Equal Opportunities

Ashburton Prescribing Consultants are committed to an equal opportunities policy that affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sexuality, marital status, race, religion/belief, ethnic origin, age or disability. Ashburton Prescribing Consultants staff are required to observe this policy in their behaviour to fellow employees.

Confidentiality

Employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

Employees are required to observe the strictest confidence regarding any information relating to the work of Ashburton Prescribing Consultants and its employees. Staff are required not to disclose any confidential information either during or after their employment with Ashburton Prescribing Consultants, other than in accordance with the relevant professional codes.

Failure to comply with these regulations whilst in the employment of Ashburton Prescribing Consultants could result in action being taken.

Data Protection

All employees must adhere to the Ashburton Prescribing Consultants Policy on the Protection and use of Personal Information, which provides guidance on the use and disclosure of information. Ashburton Prescribing Consultants. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and use of Personal Information and other Information Technology can be found in the Ashburton Prescribing Consultants staff handbook.

Health and Safety

Ashburton Prescribing Consultants expects staff to have a commitment to promoting and maintaining a safe and healthy environment and be responsible for their own and others' welfare.

Risk Management

Staff will be responsible for adopting the Risk Management Culture and ensuring that they identify and assess all risks to their systems, processes and environment and report such risks for inclusion within the Ashburton Prescribing Consultants Risk Register. Staff will attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences to the management.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support Ashburton Prescribing Consultants . These may be based at other managed locations.

FREEDOM TO ACT

- Work on own initiative within professional boundaries and within national protocols and legislation.

- Act on own professional judgement on a daily basis with regard to making recommendations in respect of medicines management.
- To work as a clinical pharmacist within the practice within the protocols in place in the practice. To be responsible and accountable for own actions, working independently within professional and defined organisational boundaries.
- Plan and prioritise own workload when needed to.
- Initiate and manage meetings with prescribers and other practice staff and make records as appropriate.

5. GENERAL REQUIREMENTS

1. Quality

Each member of staff is required to ensure that:

- a) The patient and customer where appropriate is always put first
- b) That in all issues, the patient/customer requirements are met and staff contribute fully to achieving practice goals and objectives

2. Confidentiality

Each member of staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the practice's disciplinary procedure and may result in dismissal.

3. Health and Safety

Each member of staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

4. External Interests

Each member of staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and that such interests must be disclosed if there is any possibility of a conflict of interest.

5. Mandatory Training

Each member of staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

6. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the practice to achieve its goals and objectives.

7. Safeguarding

Ashburton Prescribing Consultants is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share its commitment.

Vigorous recruitment checks are carried out on successful applicants who will be required to undertake Enhanced Disclosure via the Disclosure and Barring Service (DBS)

Criteria	Description	Essential	Desirable	Method of Assessment
Professional Registration and Qualifications	• Mandatory registration with General Pharmaceutical Council	X		Certificate
	• Masters/Degree in Pharmacy, MPharm/BPharm/BSc	X		Certificate
	• Clinical Diploma		X	Certificate
	• Prescribing Qualification		X	Certificate
Personal Qualities	• Self-motivation	X		Application form and Interview
	• Initiative and Innovative	X		Application form and Interview
	• Enthusiastic	X		Application form and Interview
	• Adaptable	X		Application form and Interview
	• Work effectively independently and as a team member	X		Application form and Interview
	• Good inter-personal, influencing and negotiating skills	X		Application form and Interview
Knowledge Skills	• Therapeutic and clinical knowledge and understanding of	X		Application form and Interview

& Experience	the principles of evidence based healthcare.			
	<ul style="list-style-type: none"> • Demonstrate ability to communicate effectively and sensitively to a variety of audiences e.g. patients 	X		Application form and Interview
	<ul style="list-style-type: none"> • An appreciation of the nature of GPs and General Practices or hospital experience 		X	Application form and Interview
	<ul style="list-style-type: none"> • An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing 		X	Application form and Interview
	<ul style="list-style-type: none"> • Good IT skills 		X	Application form and Interview
	<ul style="list-style-type: none"> • Able to obtain and analyse data-desirable 		X	Application form and Interview
Other	<ul style="list-style-type: none"> • Good written and verbal communication skills 	X		Application form and Interview
	<ul style="list-style-type: none"> • Able to work under pressure and to meet deadlines 	X		Application form and Interview
	<ul style="list-style-type: none"> • Full driving license 	X		License
	<ul style="list-style-type: none"> • Produce timely and informative reports • 		X	